



Montgomery County RainScapes Rewards Rebate Green Roof Retrofit



Requirements and Important Information

The steps to get a rebate for your RainScapes installation are listed below. The rebate check will be issued by the Department of Finance. Please note that a social security number or taxpayer ID is required to process the rebate payment through the County Government financial system. **This is protected information deemed confidential.**

All decisions regarding eligibility of applications and processing of applications are final and are at the sole discretion of the Department of Environmental Protection.

Before you begin your project	
	When planning your project, ensure that it follows the design guidelines and criteria included within the application. This is important in order to be eligible for rebates.
	Make sure you have written approval from the RainScapes Rewards Planner before you begin installation or construction. Projects that are partially or completely finished before approval will not qualify for rebates. Allow three weeks for processing and wait to receive application approval from the Department of Environmental Protection. Contact us at RainScapes.application@montgomerycountymd.gov or call 311 if you have not received a response three weeks after you submitted an application.
	You will be contacted by the Department of Environmental Protection to schedule the mandatory, preliminary site inspection if your application is approved
	Projects must be installed within six months of the preliminary inspection date.
	Compile all necessary documentation outlined in the application. Submit the application, photos, and required documentation. The applicant is responsible for obtaining any necessary permits.
	Provide a diagram or photos. Take a “before” photo of the proposed project area (up to six photos may be submitted. Please compress photos to reduce file size). If you cannot take pictures at this time, you may skip the upload and email the photos to RainScapes.application@montgomerycountymd.gov . Please indicate your Application ID in the email.
	If you live in an HOA community, provide a letter or other documentation showing HOA approval of project.
	Provide a structural analysis report from a licensed structural engineer which



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	indicates that the proposed roof area can carry the load of the proposed green roof retrofit. (application will not be approved until this is submitted)
	Submit a Detailed plant list and planting plan.
	Evidence of Contractor Qualifications to install Green Roofs, such as references or industry standard training (minimum of two classes from Green Roofs for Healthy Cities)
Upon completion of your project	
	Contact the Department of Environmental Protection at RainScapes.application@montgomerycountymd.gov to schedule a mandatory final inspection. Inspections will generally be scheduled within 10 business days. At the final inspection, correct installation of the project will be verified, and the project area will be photographed.
	Please remember to submit, prior to final inspection, itemized receipts, contractor bills and/or invoices for all project costs. Invoices/billing documentation must be submitted for the entire rebate amount requested. Photocopies are acceptable. Email them to RainScapes.application@montgomerycountymd.gov . Please indicate your Application ID in the email. Without this information, the rebates cannot be processed.
	If all requirements are met, the rebate will be approved, and a check will be issued by the County Department of Finance within three to six weeks.



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Design Criteria and Guidelines for Project Eligibility

rev. 1/10, 7/10

*** These guidelines and criteria will be periodically updated to ensure currency with the latest technical information and best practices – please verify that you have the latest version! ***

Green Roofs

- Only extensive green roof types will be considered at this time
- Green roofs must be designed and installed by a qualified, certified contractor.
- A structural report on the roof must be submitted with the application certifying the load carrying capacity of the area.
- Minimum green roof area: 300 sq. ft. OR at least $\frac{1}{4}$ of roof area
- Green roof must be replacing an existing roof area; rebate will **not** be granted for expansion of roof footprint (additions or new structures)
- Roof must be designed with a minimum 4" planting matrix depth and with adequate storage volume to retain a 1-YR 24hr storm event volume
- DEP may request a runoff calculation report for the proposed green roof design.
- For a good resource, visit:
http://www.mapc.org/regional_planning/LID/green_roofs.html